COMMERCE SMALL PURCHASES SYSTEM (CSPS) PROCUREMENT DESK PROCEDURES

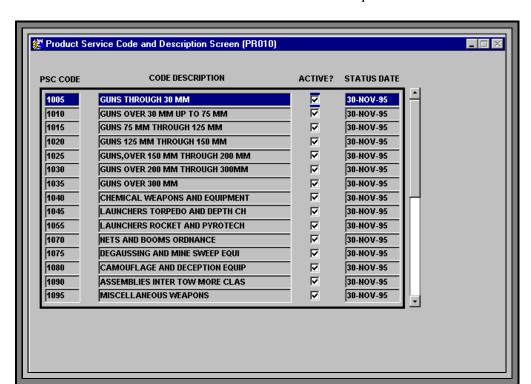
23. Set Up/Maintain Product Service Codes

| 23.1 | Introduction | This procedure describes how to set up and maintain the product service codes (PSC) in the system. The product service code data is entered via the CSPS "Product Service Code and Description Screen" (PR010). |
|------|------------------------------------|---|
| 23.2 | Who Performs the Procedure | Designated procurement personnel will be responsible for entering and maintaining the product service code information. |
| 23.3 | Initiating the Process | Product service code information is entered when new product service codes need to be established or existing product service codes need to be changed. |
| 23.4 | How to Perform the Procedure | From the Main Menu, select Maintenance. From the Maintenance menu, select Procurement. From the Procurement menu, select "PR010 - Product Service Code". Follow the steps below for PR010. |

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23.5 Creating a New This procedure describes the steps necessary to create and activate a new product service code.

Code



PR010 - Product Service Code and Description Screen

| STEP | ACTION | |
|------|--|--|
| 1. | Click the "Create Record" icon in the toolbar (i.e., the "green plus" icon). A blank record will appear. | |
| 2. | In the PSC CODE field, enter the new product service code. The field holds up to 6 characters. Note: The PSC CODE must be unique. | |
| 3. | In the CODE DESCRIPTION field, enter a description of the product service code. The field holds up to 60 uppercase characters. | |
| 4. | In the ACTIVE field, click the field using the mouse or press the space bar to make the product service code active and available for use. If the product service code is inactive, leave this field blank. | |

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Querying a Product Service Code
 This procedure describes the steps necessary to query and display one or more product service codes.

| STEP | ACTION |
|------|--|
| 1. | Click the "Enter Query" icon on the toolbar. Any data on the screen will be removed. |
| | To retrieve all records in the system, do not enter data in any of the fields. |
| | To retrieve only a subset of records, enter the relevant information in the applicable fields to narrow the search. The '%' character can be used in most fields as a wildcard character. For example, to query all records that include an 'r', type %r%. |
| 2. | Click the "Execute Query" icon on the toolbar to execute the query. The system will retrieve all records meeting the specified criteria. |
| 3. | Use the "down" and "up" arrows on the toolbar or on the keyboard to view the retrieved records. |